

2021 - 2022

Divine Mercy Academy

Preschool Parent Handbook



Divine Mercy Academy
245 Azalea Drive, Monroeville, PA 15146
412.372.7255
schooloffice@dmaphgh.org
www.dmapgh.org

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General Information

About Us

The Divine Mercy Academy Preschool Program is designed to prepare children for Kindergarten by assisting in the development and strengthening of social skills, fine motor skills, and basic curriculum concepts such as the alphabet, sounds, and numbers through a variety of lessons, interactive play, and activities.

Preschool Staff

Mrs. Monica Rodrigues - 3 Year Preschool Teacher
Miss Linda Kirk - 3 Year Preschool Teacher (a.m. only)

Mrs. Melissa Seech - 4 Year Preschool Teacher
Mrs. Bonnie Benacquista - 4 Year Preschool Aide

Mrs. Angela Manchini - Principal
Mrs. Erin Bozicevic - Administrative Assistant
Mrs. Suzanne Ament - Receptionist

Preschool Class Time

Full Day- 9:00 a.m. - 2:50 p.m.
Half Day- 9:00 a.m. - 12:00 p.m.

Drop Off & Pick Up Procedures

Drop off

3 year Preschool Families should park and walk your child up to the blue doors (DMA 2) in front of the school. Drop off begins at 8:50 a.m. and ends at 9:05 a.m.. After 9:05, please buzz in through the front school main entrance.

4 year Preschool Families should park and walk your child up to the back entrance (DMA 4) of the school. Drop off begins at 8:50 a.m. and ends at 9:05 a.m.. After 9:05, please buzz in through the front school main entrance.

Pick Up

3 year The blue doors(DMA 2) in the front of the school will also be used for pick up. Morning preschool pick up time is 12:00 - 12:05 p.m.. Full day preschool pick up time is 2:50 - 2:55 p.m.. After the pick up timeframe has ended, please come buzz in at the front/main school entrance, and sign your child out. If your child is not picked up by 3:00 p.m., they will be sent to Extended Day. *There is a charge for Extended Day Care.

4 year The back school entrance (DMA 4) will also be used for pick up time. Morning preschool pick up time is 12:00-12:05 p.m.. Full day preschool pick up time is 2:50-2:55 p.m.. After the pick up timeframe has ended, please come buzz in at the front/main school entrance, and sign your child out. If your child is not picked up by 3:00 p.m., they will be sent to Extended Day. *There is a charge for Extended Day Care.

- If there is a change in your child's dismissal (early dismissal, change to who is picking them up, or extended day program), please be sure to send in a note, email the teachers, or call the school before 11:30 a.m. or 2:30 p.m..
- Your child will only be permitted to leave with an adult specified by you, whether on the release form or a note/phone call/ email. Please inform them that they will need to present a form of ID.

Office Hours

The office staff is happy to help you with any of your needs between the hours of 8:15 a.m. and 2:30 p.m.. If at all possible, please do not plan to visit the school office after 2:30 p.m.. It is approaching the end of the school day for K-8, and the office staff will be busy preparing for dismissal.

Contact Information

School Office

Phone - 412-372-7255

Email - schooloffice@dmaphgh.org

School Website - www.dmapgh.org

Preschool Staff Email Addresses

DmaPreK@gmail.com

Mrs. Seech - Melissa.Seech@dmaphgh.org

Mrs. Rodrigues - Monica.Rodrigues@dmaphgh.org

Forms of Communication

Emails - Some school information and reminders will come from Option C emails, emails from the teachers/staff, or directly from Google Classroom.

Conference - The teacher will request conferences if needed throughout the school year. If you need to meet with a teacher other than the scheduled conference days in January & May, please send an email to set up a time. Due to Covid-19, as of right now all conferences will take place virtually.

Health

Medication

In order for your preschooler to receive any medication (including over the counter medicine), you must complete a Medicine Permission Form. The form requires the name of the medication, your signature, the doctor's signature for prescription medication, instructions for the dosage, and frequency of administration. The form is available from the school office or on the Gateway School District website at www.gatewayk12.org . **There are no exceptions.**

Allergies

Please inform us if your child has any allergies and the severity. We want to do everything that we can in order to keep your child safe and healthy.

Health Policy

In order to help protect your child and other children, please remember the following health guidelines, which are based upon the recommendation of the Committee on Control of Infectious Disease of the American Academy of Pediatrics.

Please do not send your child to school if he/she appears ill, and/or has any of the following symptoms:

- Fever over 100.4°F - Please keep your child home until 24 hours after the fever has broken. The fever should be below this number without taking any medicines to suppress the fever.
- Vomiting or diarrhea
- Sore throat or any bad cough
- Unexplained rash
- Skin infection (boils, ringworm, MRSA, etc.)
- Pink eye, or any other eye infections
- Croup
- Any symptom of childhood disease; such as scarlet fever, chicken pox, etc.
- Flu-like symptoms (fever, cough, sore throat, runny nose, etc.)

If your child has seen a doctor for their illness, please follow the doctor's recommended time for school return. Thank you, and please feel free to contact the school if you have any questions.

If you suspect your child has been exposed to COVID-19, please keep your child home and refer to the Health and Safety Plan on the Divine Mercy Academy website.

Daily Details

Clothing

Children should dress in comfortable play clothes. We use washable craft materials, but cannot guarantee that a stain will never occur. Please be sure to label everything (coats, backpacks, etc.) with your child's name. This will assist us if something becomes lost or misplaced. The preschool dress code is:

- **NO** belts, flip-flops, sandals, heeled shoes, or dress-up/costume attire
- Socks should be worn with closed toe shoes
- Due to COVID-19 and the social distancing rules, please have your child wear pants with an elastic waistband, shirts without buttons/snaps, and shoes with no ties.

Please provide a change of clothes in a ziplock bag with your child's name on every item, including the bag. This is for in the case of an accident or spillage. Be sure to include underwear, a shirt, bottoms, and a pair of socks. This bag will remain in your child's backpack.

Please be sure to switch out clothing as your child grows and the seasons change. Thank you.

Daily Snack

Monthly Snack Calendar - Each child will take turns providing a snack for the group. A snack calendar will be sent home each month with your child's name on his/her date for when the snack should be brought in. A reminder will come home the week before your child's snack day.

Snack Ideas - Crackers, Goldfish, pretzels, raisins, Teddy Grahams, granola bars, individual bags of chips, PopTarts, etc.

Due to COVID-19, all snacks need to be prepacked and individually wrapped.

Birthday Treats - Your child will be assigned snack on the day we can schedule closest to his/her birthday or half-birthday. Please follow the COVID-19 snack rule on this day. Individually prepackaged cookies or cupcakes are still ok to send in. We will sing Happy Birthday and make your child's day special.

Drinks -The students will drink out of their water bottle throughout the day including snack and lunch. Water bottles that have a flip-top lid will work the best since they are easy for the child to use and not as easy for the water to spill. Please make sure you label your child's water bottle

Allergies - We will provide a list of allergies to be cautious of for snacks once we receive all student information forms. If your child has a serious food allergy, feel free to send in your own daily snack

from home or send in a container of snacks for us to keep in the classroom for your child.

Schedule Changes

Early Dismissal Days

On the school calendar, when DMA has an early dismissal, we will do the same. On these days, all students must be picked up at 11:30 a.m. in your usual pick up location at either the blue doors (DMA 2) or the back door (DMA 4), in order to avoid the car rider line traffic for K-8 at noon.

There will be NO after school Extended Care on Early Dismissals.

School Closings & Delays

Divine Mercy Academy follows the Gateway School District regarding weather related delays and closings. The media may not specifically mention Divine Mercy Academy, so please watch out for Gateway's announcements.

School Delays - In the chance that a delay may occur, Preschool will start at 11:00 a.m. and end at 2:50 p.m..

- School Delay procedures also apply to half-day preschoolers, if you wish to send them to school that day. Your son/daughter will stay until 2:50 p.m., so make sure you pack a lunch for your child.

Field Trip Days

Field Trips are planned throughout the year and will occur within the regular school day. Your child and his/her chaperone will meet the teachers at the field trip location. Children love that their parents, grandparents, and/or siblings come along to join in the fun. Your child's chaperone is required to stay with them during the entire excursion, and may leave at its conclusion. There will be no preschool class at Divine Mercy Academy on these days. Field Trip information and permission slips will be sent home prior to the scheduled day. Please fill in the forms, whether attending or not, and return it, along with money if required, to school as soon as possible. We usually need to give the location a count of attendees in advance.

Due to COVID-19 no field trips will be planned until restrictions are lifted.

Full Day Preschool Information

If your child attends preschool all 5 days or stays until 2:50 p.m., please see the following information about our afternoons.

Lunch

Students will have lunch at 12:15 p.m. in the classroom. You will need to pack a lunch for your child that does NOT need to be heated. Due to COVID-19, please make things in your child's lunch easy for him/her to open. For example, have a cheese stick partially opened and placed in a bag. This will limit contact between your child and the teachers/helpers.

Nap Time

Items to Send In - Please send in a blanket (small in size, NO full size or sleeping bags) and pillow (travel size, NO full size) labeled with your child's name for nap time. If you choose to send in a stuffed animal, each child will be permitted to have **one** small nap time buddy that will be kept at school. All naptime materials (pillow, blanket, buddy) must fit inside a Ziplock Big Bag (XL or XXL) and be able to zip close. We will be sending the materials home every Thursday/Friday to be washed and returned the next school day.

- If an accident should occur during nap time, these items will be sent home in a plastic bag to be washed. Please return nap items for the following day.

Please label all nap time supplies with your child's name.

Due to the ever changing COVID-19 restrictions, policies and practices within this handbook may change.